

Public Leadership • Diversity • Civic Engagement



Commonwealth Diversity Fellows Program
2015-2016

What is the Commonwealth Diversity Fellows Program?



The Commonwealth Diversity Fellows Program provides exceptional and diverse college students the opportunity to gain valuable, first-hand experience with the inner-workings of state government. The fellowship program acts as a semester-long internship, allowing students to be placed in a department or agency that closely aligns with their individual interests. Fellows work closely with state officials, allowing them to obtain an enriching learning experience.

What does it mean to be a fellow?

As a fellow, you become an active member of the state government of the Commonwealth. By being placed in an agency or a department that best fits your interests and area of study, it gives you the opportunity to apply your skills and knowledge to a professional setting. Over the course of your fellowship, you will complete a project that will serve the agency or department you work in. In order to make the most of your experience and the project you are asked to work on, fellows are expected to commit to a minimum of 15 hours per week. To be selected as a fellow is a tremendous accomplishment, representing the great talent and skill you possess.



CDFP Class of 2014: (from left) Gildardo Alzate, Isamar Ramos, Amanda Smart, Erica Ramirez, Gregory Bronstein and Shana Bryant.

What kinds of opportunities does the program provide?

The Commonwealth Diversity Fellowship Program is an enriching career building experience for participants. By working closely with state government officials, fellows have the opportunity to form meaningful relationships and connections with the individuals that allow Massachusetts to operate and function. Having the opportunity to network is extremely valuable as you begin to look explore career options. The fellowship also allows fellows to explore the variety of job opportunities that lie within the government of the Commonwealth.

Where are the potential placements?

Upon application review and selection, placement is available at various agencies located within the executive offices of the Commonwealth. The agencies available for placement are:

- Executive Office for Administration and Finance
- Executive Office of Education
- Executive Office of Energy and Environmental Affairs
- Executive Office of Health and Human Services
- Executive Office of Housing and Economic Development
- Executive Office of Labor and Workforce Development
- Executive Office of Public Safety and Security
- Massachusetts Department of Transportation

For a more detailed description of each of the following agencies, please [visit the link here](#).

Application Process

Eligibility Requirements:

To be selected as a Commonwealth Fellow, candidates must meet the following criteria:

- ☐ You must demonstrate exceptional leadership skills and a willingness to learn.
- ☐ You must demonstrate a commitment to public service.
- ☐ You must be in good academic standing.
- ☐ You must have a desire to learn about state government.

Prerequisite:

- ☐ Applicants must be eligible for employment with the Commonwealth of Massachusetts.
- ☐ Applicants must have completed, at a minimum, their freshman and sophomore year of an undergraduate program.
- ☐ There are no formal age restrictions to apply for the Fellows Program.

Application Components:

In order to apply, you will be asked to submit a resume, a cover letter, an essay, a professional policy memo, and a letter of recommendation. For further information about the application process and its components, please visit the **application link here**.

After submitting your application you will:

- ☐ Receive an automated reply confirming the receipt of your application
- ☐ Your application will then be reviewed by the CDFP Advisory Board
- ☐ If selected, we will contact you via email to schedule an interview



Please Note: Due to the high volume of applications, we are not always able to contact every applicant who applies. If you do not hear from us within a reasonable time frame, please send an email to CDFP@state.ma.us with **CDFP Coordinator** in the subject line.

Important Dates to Remember:

September 2015

- ❖ CDFP Application will be available on line the first week of Fall semester.

October 31, 2015

- ❖ **Application deadline.** All supporting documents must be submitted with completed application.

November 4, 2015

- ❖ Selected applicants will be notified of time & location of interviews.

November 2015

- ❖ Week of 9 -14: Interviews.
- ❖ Week of 16 – 20: Selection of fellows
- ❖ Week of 23 – 25: Offer letters.

January 2016

- ❖ CDFP Orientation

February 1 , 2016

- ❖ Fellowship start date.

Commonwealth Diversity Fellows Advisory Board Members:

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